

VRIS UPDATE

Confidential Electronic Consumer Information Effective 3/20/2008 Number 146

SUMMARY OF UPDATES

The previous March 17, 2008 memo titled “Agency Confidential Electronic Information Standard” has been formatted as a Program Manual chapter on VRIS. A bar in the right margin notes the updates/changes from the Feb. 5 memo to the March 17 memo. The updates/changes from the March 17 memo to the Program Manual chapter are noted by a double bar in the right margin. The two updates/changes made were to VR Referrals to ATP and Kenexa Online Assessments.

VRIS POSTING

This chapter is posted to VRIS: Program Manual: Policy: **Confidential Electronic Consumer Information.**

MONITORING REQUIREMENTS

All team members are responsible for monitoring their own and their teammates handling of electronic consumer information.

TEAM COMMUNICATION

Teams should regularly discuss the Confidential Electronic Consumer Information chapter to ensure understanding and compliance. This policy contains a lot of information and requires learning new processes and behaviors around handling electronic consumer information. Such discussions provide an opportunity to reinforce and support carrying out the standards, as well as, identifying issues and situations not addressed by the policy.

LEADERSHIP CONTACT

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